

Audubon County Memorial Hospital Board of Trustees

MEETING MINUTES

May 23, 2017

5:00 P.M.

ATTENDANCE

Present: Board Members: Paul Schultz, Julie Olsen, Marlene Ballou, Denise Kilworth, Mark Kessler

Absent: Brett Irlmeier, Vicky Robinson

Others Present: Suzanne Cooner, Melinda Alt, Susan Stetzel, Dr. James M. Cunningham, Cindy Neller.

I. CALL TO ORDER

Paul Schultz called the meeting to order at 5:00 p.m.

II. AGENDA APPROVAL

It was moved by Julie Olson and seconded by Denise Kilworth to approve the following agenda in accordance with the Code of Iowa Open Meetings Law. Motion carried

III. CONSENT AGENDA

It was moved by Marlene Ballou and seconded by Julie Olson to approve the following Consent Agenda items: (1) Meeting Minutes April 25, 2017; (2) May 2017 Accounts Payable \$458,865.81; (3) May Accounts Payroll \$458,865.81. Motion carried.

IV. MEDICAL STAFF REORT/APPOINTMENTS/REAPPOINTMENTS

Dr. Cunningham was present and gave the medical staff report.

Upon recommendation from the Medical Staff to accept the Reappointment to Allied Health Staff of Kelle Smith, CRNA and Sarah Crilly, CRNA and to accept Original Appointment to Allied Health Staff of Kayla Campbell, CRNA and Brian Jacobs, CRNA.. Paul Schultz moved to accept the recommendation and Marlene Ballou seconded the motion. Motion carried.

V. MERCY REPORT

The Mercy Report was reviewed and update given by Cindy Neller, Mercy Representative.

On June 22nd & 23rd there is a Next Generation Leadership and Education Conference for Board Members. If any board member is interested let Suzanne know and she will sign you up. Vicky Robinson and Denise Kilworth will plan to attend.

VI. BOARD COMMENTS

Board Members thanked Suzanne for hosting a dinner for the new physicians.

VII. CEO REPORT

CEO/Quality/Risk Management Report:

Suzanne has met with Iowa Workforce for assistance in finding an IT technician. Melinda has sent out an RFP for two IT companies to assist with IT projects and security oversight; IP Pathways from Omaha and Iowa Solutions from Des Moines.

The new Director of Clinic Development, Samantha Schooley began employment on Monday, June 22nd.

Suzanne met with the Orthopedic Surgeon today and he is willing to do more surgeries here, but needs more physical space in the OR.

Inpatient census has been increasing. Dr. Cunningham is monitoring transfers to make sure they are appropriate

transfers and whether we could have safely cared for the patient at ACMH.

Suzanne will start meeting with the nurse practitioners and physician assistants on a monthly basis, starting May 30th.

May Quality Report:

Kolton is working on the Quality and Performance Improvement Plan, which needs to be approved by the Board of Trustees annually. The plan will have a complete re-set of the quality program by July 1, 2017, with new indicators for all departments so that they are studying issues that are a problem for them and so that we can improve daily processes and patient care. Also included were the HIIN Dashboard Report, Patient Satisfaction Data and Analysis.

Sarah Pavelka, PhD, CPHQ, a leadership consultant and Jo Ellen Whitney, ACMH Attorney, were on-site for a full day of leadership development for all department heads. Sarah Pavelka agreed to do more leadership training in the future. Eight employees will be going through the Iowa Healthcare Collaborative this summer learning the lean process rules of efficiency and effectiveness.

VIII. FINANCIAL REPORT

Melinda Alt presented the financial report for the month of April. The Operating Statement "excess of revenue over expenses" for the month was a positive \$8,630.42. YTD is a positive \$468,869.93 compared to budget of \$134,313.76.

Julie Olson made a motion, seconded by Marlene Ballou to approve the Capital Budget. Motion carried.

Mark Kessler made a motion, seconded by Denise Kilworth to approve the Operating Budget. Motion carried.

CD #37811 at Audubon State Bank matured on 5/5/17. Upon the recommendation and approval of board members Denise Kilworth and Julie Olson the CD was reinvested at Audubon State Bank for 12 month at 1.35%. (Rates at Landmands Bank was .95% and Exchange State was .55%.

IX. ACTION ITEMS

Mark Kessler made a motion, seconded by Julie Olson to approve the electronic check signatures for payroll and accounts payable. Motion carried.

The architect has sent initial pricing for the construction projects at approximately one million dollars. This was too high so we will not proceed with the public bid process. The projects will be re-evaluated and scaled down to a more affordable level. The storage area development for three new offices has been budgeted at \$65,219.00 on the Capital Budget for FY 17 and we will proceed with that.

Clinic Room Remodel/Bid/Bidding vs Sargent Building:

Suzanne presented both bids. Although Sargent was less expensive it was recommended to accept the bid from Bidding Construction due to their ability to respond with more workers, they are more familiar with our building, they support our foundation, and they understand infection control processes for hospitals better than Sargent. Mark Kessler made a motion, seconded by Marlene Ballou to approve Bidding Construction's bid proposal to remodel two existing rooms into two new exam rooms for total cost of \$50,563.00. Motion carried.

Dr. Cunningham Agreement was tabled and will be brought back at the June meeting. Dr. Cunningham asked for a Closed Session at the June meeting to review his contract with the board.

MHN Affiliation Agreement was discussed. There is an increase of \$20,000.00. The Board Members asked Paul Schultz to contact other hospitals who are independent to explore the possibilities of being independent versus continuing with Mercy. The board directed Suzanne to contact Mike Trachta to attend or call into the June meeting for an explanation of the increase and the value added by the Mercy affiliation.

Paul Schultz made a motion, seconded by Mark Kessler to approve the Bonus Goals for Suzanne.

Marlene Ballou made a motion, seconded by Mark Kessler to approve Healthland MU3 Agreement, which is the Meaningful Use mandated by the government, update of \$43,000.00. Motion carried.

Sheet's Property was discussed. Suzanne and Steve Stetzel will contact Roger Sheets and make him an offer to pay the back taxes and offer a maximum limit of \$2,500.00 for the property.

X. HOSPITAL TOUR – PROPOSED CONSTRUCTION PROJECTS
The Tour was postponed until projects are finalized.
XI. ADJOURNMENT
The meeting adjourned at 7:00 p.m. with a motion by Marlene Ballou, seconded by Denise Kilworth. Motion carried.

Paul Schultz, Board of Trustees Chairman

Denise Kilworth, Board of Trustees Secretary